

Medical Terminology

Course Information

L. Chui, Instructor

376-4202

Course Objectives

Upon completion of this course, you will be able to

- 1) Identify organs and structures of body systems.
- 2) Explain the main functions of body systems.
- 3) Define word roots, combining forms, suffixes, and prefixes in medical words.
- 4) Build, analyze, and understand the meaning of medical words.
- 5) Master pronunciation and spelling of medical terms.

Course Resources

Gyls and Masters, *Medical Terminology Simplified: A Programmed Learning Approach by Body Systems*, 3rd Edition, 2005 (student purchase)*

Taber's Cyclopedic Medical Dictionary (classroom set)

Health Careers facility/lab equipment

General Information

Attendance

1. School policy is followed regarding absences.
2. Students are responsible for arranging make-up work.

Classroom Guidelines

1. Be respectful.
Bring your book to class each day.
Be prepared for class daily.
Speak appropriately in class; do not interrupt your classmates or instructor.
Use class/lab equipment and materials appropriately.
Participate in all class discussions, activities, labs.
Use class time for Medical Terminology only.
2. Be prompt.
Arrive to class on time.
Turn homework in on time. Late homework is not accepted.

Grading

1. Information regarding class progress will be available at the midterm of each nine weeks.
Grades are updated weekly and may be reviewed via ParentConnect.
2. Students should contact the instructor for individual assistance if needed.
3. Points are earned for homework, computer labs, projects, and quizzes/tests.
4. Limited opportunities for extra credit will be given at the end of each 9 weeks.
5. The following grading scale will be used:

A+	98-100	B+	88-89	C+	78-79	D+	68-69
A	93-97	B	83-87	C	73-77	D	63-67
A-	90-92	B-	80-82	C-	70-72	D-	60-62
						F	59.9 or below

* Your book includes 2 audio CDs and one Interactive Medical Terminology 2.0 CD-ROM. You will not need your audio CDs at school but do use them to review at home. Please put your Interactive Medical Terminology CD into a plastic case immediately! If you carry it in your book, it may break. You will need your Interactive Medical Terminology CD on days we are scheduled in the computer lab. I will give you the date you will need the CD at the beginning of each unit.